Basic Training #6

6th Grade

Excel Instruction

1. Start🡪 Programs🡪 New Microsoft Office Document 🡪 Blank Workbook (Excel)
2. Office Button🡪 Save As🡪 Save In🡪 “P” drive🡪 CITE folder🡪 File name= Excel Soda Survey
3. Class soda survey: Coke or Pepsi

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** | **B** | **C** |
| 1 | SODA SURVEY | | |
| 2 |  | Coke | Pepsi |
| 3 | Row 1 |  |  |
| 4 | Row 2 |  |  |
| 5 | Row 3 |  |  |
| 6 | Row 4 |  |  |
| 7 | Totals |  |  |
| 8 |  |  |  |
| 9 | Your Name | Team Name | Excel Soda Survey |

1. Cells have names
2. Type data into the spreadsheet
3. Merge & center the title
4. Widen Columns
5. Enter a formula to calculate totals
6. Identify what cells to use to create a chart by selecting B2 and C2 by clicking in B2 and running your mouse to C2; hold the CTRL key to jump down to Row 7 and run your mouse from B7to C7.

* Insert Ribbon🡪 Pie Chart🡪 Last one is the Exploded 3D Pie Chart
* Move the chart under your data

1. Save and Close